



## **Role Description for Trustee of The Art Ministry**

### **About The Art Ministry**

The Art Ministry is a small charity providing weekly low cost art and crafts session to around 100 children and adults with a variety of needs from south east Essex.

We provide a safe and supportive environment in which people can explore their creativity and at the same time expand their social interaction, increase their self confidence and boost their self esteem so helping to improve their well-being.

Our charity has been established 30 years and we are well respected in the local community and are financially sound. Our annual income is more than doubling to £70,000, due to us employing a part-time manager and an increased demand for our services.

### **Overall Purpose of the Role**

The Art Ministry's Board of Trustees share responsibility for the overall governance and strategic direction of our Charity. The Board has the ultimate responsibility for directing the affairs of Charity, ensuring that it we solvent and well run, and delivering the charitable purposes for public benefit.

### **Main Statutory Duties of a Trustee**

A trustee is a legally recognised role, and as such a trustee must perform certain statutory duties. Working in partnership with other trustees, trustees must ensure that The Art Ministry:

- complies with all legal and regulatory requirements, including regulation relating to Employment, Health and Safety, Data Protection and Safeguarding
- pursues only the objects set out in its Declaration of Trust
- has a clear strategic plan and is focussed on its delivery, so that it can continue to achieve its objects
- is adequately funded to ensure its financial stability
- properly protects and manages its assets, including the appropriate investing and spending of funds

### **Other Duties of a Trustee**

In addition to the statutory duties, a trustee will be expected to assist The Board in the following:

- participation in specialist committees of The Art Ministry, according to their skills and experience, such as the Fundraising Committee or Finance Committee
- general management of The Art Ministry
- protecting the good name of The Art Ministry
- interviewing, appointing and monitoring trustees and employees
- counter-signing cheques and authorising the allocation of The Art Ministry's funds

- attending and hosting events to promote The Art Ministry
- performing specialist tasks, according to their skills and experience, such as chairing meetings, assessing risks, assessing classes, reviewing employee performance, and minute taking

### **Skills/Experience desirable of a Trustee**

Willing and able to give their time and effort to The Art Ministry

Capable of considering matters relating to the future direction of The Art Ministry

An understanding and acceptance of the duties of a trustee

Willingness to work within the regulatory framework

Good team player

Able to think independently

The role means becoming a member of the Board and so applicants must not be legally disqualified from being a trustee and will be subject to a DBS check.

The time commitment averages about 2 hours each week including attendance at trustees' meetings at least 4 times each year.

To discuss the role or to apply please contact us:

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Phone: 07582 025163

The Art Ministry's website: [www.theartministry.org.uk](http://www.theartministry.org.uk)